

Faculty Development Newsletter

September 8, 2004

Inside this issue:

Changes in Travel Regulations	1
Summer 2004—Faculty Activities	2-4
Summer 2004—Staff Activities	3
Summer 2004—Administrative Personnel Activities	4

The end of 2003-2004 school year clearly indicated that: a) faculty is becoming more interested in engaging in diverse professional development activities, b) our budget is relatively meager for the current needs, or c) the combination of a) and b). In any case, I am hoping that the Program will be able to provide support to most of the worthwhile activities faculty is planning on getting involved in.

QUESTIONNAIRE

To best assist faculty with professional activities I'm asking you to fill out the questionnaire that will help me determine the topics the faculty is interested in. In addition, I am hoping to get a feel of the most appropriate scheduling for the faculty, and of the possible volunteers who could run few in-house activities. If I cannot find in-house specialists other ar-

rangements will be made. It is clear to me that you have completed dozens of questionnaires in the past, however, I really need your feedback. Therefore, please return the completed questionnaire within a week of receiving it.

GENERAL INFORMATION

Although to some this is going to be redundant information, others might benefit from the brief review. When applying for the professional development funds you have to use either the "Course Request" or "Faculty/Staff Absence Request/Report and/or Request for Travel Approval" form. If you are planning on attending the conference, even if it is in Richmond, the latter form should do it. If you are looking into attending the conference in Bahamas, once all hurricanes are gone, you should use the same form, but should provide addi-

tional documentation with airfare quotes, and any other important information. If you need forms and/or have questions do not hesitate to contact Margery Young (financial issues) or myself.

Upon the completion of the activity you will have to submit the travel reimbursement form. Margery created form in an Excell format. The "handy" feature is that you can have the file on your computer, and type the needed information into it. A bonus feature is that the program does math. If you need that file you can contact Margery Young in business office.

I'm hoping to hear from you more often than when the requests for funds are submitted. Any type of criticism is accepted, although being a mortal, I do prefer positive and constructive negative ones.

Comments should be sent to:
Alenka Hlousek-Radojicic
Coordinator of the Professional Development Program

You can contact me at:
alenkahr@rbc.edu
or
862-6256



Changes in Travel Regulations

from Margery Young's Office

New state travel regulations became effective July 1, 2004. There are new per diem rates for lodging and meals. Copies of these rates have been given to purchasing, the Business Office, Faculty Secretaries, Division Chairs, and other supervisors. Additional copies may be obtained from my office.

There are several changes and/or new requirements for travel:

- 1) Shelby Harrison, our purchasing manager, in order to ensure that all regulations are followed, must procure airline and rail tickets.
- 2) Lodging should be booked by the individual traveler however

you may not go over the per diem rates without prior written approval from Dr. Whitaker. Requests for this approval must be accompanied by written justification. NOTE: This is a state requirement and cannot be waived by the College.

- 3) For overnight travel, you must clock your actual mileage and deduct your normal daily commuting mileage. This is also a new state requirement.
- 4) If an employee gets two reimbursements in a fiscal year, they must sign up for direct deposit. These reimbursements include travel vouchers and tuition reimbursements.

Any employee, even those that do not travel more than once a year, are encouraged to sign up for direct deposit.

As already established, all overnight travel must have a Faculty/Staff Travel Approval form signed before any travel arrangements can be made. If travel advances are needed, paperwork for this advance must be submitted at least one week before the check is needed.





Alexandra Duckworth

Instructor of English



Alexandra attended The Glasgow Writer's and Artist's Workshop in July,

Glasgow, Scotland. She took two courses "Contemporary Scottish Literature" and "Creative Writing: Poetry".

LeAnn Binger

Professor of Psychology

LeAnn has been appointed by Governor Warner to the Board of the Virginia Museum of Natural History in July.



She attended the

conference on "Reducing Seclusion and Restraint: Creating Culture Change and Transformation in Richmond in June.

Together with Charlotte Rhodes, LeAnn visited Germany,

Austria, and Switzerland, as part of the International Travel series.

LeAnn spent 10 days in Cuba with an Educational Travel program in July.

Michelle Delano

Associate Professor of Art

Michelle spent most of the July as a Visiting Artist for three weeks for the Prince George Talented and Gifted Summer Fine Arts Academy.



Two pieces of her art are currently in the show at Petersburg Art Center.

She was a keynote speaker on Integrating Visual Arts Into Curriculum at the Masters Teacher Summer Institute at University of Richmond in June. The Institute was sponsored by the Virginia Commission for the Arts Partners in the Arts Program.

Michelle is preparing to present workshop "Recognizing

Creativity in the Identification Process of Gifted Students" for Prince George PAAS coordinators.

She will be working on staff development programs for the Virginia Museum of Fine Arts as the museum prepares for changes in its expansion program.

Marylin Antunes

Assistant Professor of Mathematics



Marylin attended the math convention in

Providence, RI, in August. Although the convention offered many presentations, Marylin found the one on mathematics of animation the

most interesting. It just happened that the presenter was a representative from Pixmar Studios.

Steve Martin

Chair SQM, Associate Professor of Mathematics and Computer Science



Steve attended the math convention in Providence, RI, in August. Although the convention

offered many presentations, Marylin found the one on mathematics of animation the most interesting. It just happened that the presenter was a representative from Pixmar

Studios.

This is not a typo. Marylin and Steve attended the same conference.



Brian Daugherty

Director of the Appomattox Leadership Academy

Page 3

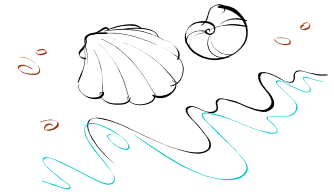
Brian presented a research paper at New Kent High School in May and June.

He has completed encyclopedia entries for Harvard University's "African-American National Biography" as well as

the Encyclopedia of Civil Liberties.

Brian spent most of his summer working on his PhD dissertation and filming interviews for the documentary film.

This September, he is scheduled to deliver presentation at the Heritage Library in New Kent County as part of the County's celebration of its founding 350 years ago.



B. Lee Woodruff

Professor of Biology

Lee completed a flat water canoe safety and rescue workshop at Twin Lake State Park in Prince Edward County. He also finished a two day workshop on white-

water canoe safety and rescue on the James River at flood stage in Richmond. He also renewed his practice of CPR, by taking a course during the summer.



Alenka Hlousek-Radojic

Associate Professor of Biology

As a recipient of a \$500.—travel grant from the American Society for Microbiology Alenka was able to attend the ASM Conference for Undergraduate Educators in New Orleans in May.

She also received a support from the Biotech Institute to participate in the National Biotech Teacher-Leader program that was held in June in San Francisco.

Alenka presented a three-hour workshop "Simulated Case Studies in Medical Microbiology – Biotech in Nursing

Hands" and was a facilitator of the roundtable discussion on "Goals, Issues, and Strategies in Biotechnology Education at the Community College level" at Biotechnology Conference 2004 – Updating Educators for the 21st Century, at Virginia Tech, Blacksburg.

Together with Erin Dolan, PI on the grant, Fralin Biotech Center, and Ed Lewis, Co-PI, UC Davis, Alenka, Co-PI on the grant, is anxiously awaiting response from NSF about the fate of the proof-of-concept grant "Integrating

Biology Learning Through Investigation" submitted in May.

Alenka also provided an assistance in preparation of the grant asking for the funds to purchase lab equipment. The grant was submitted to Cameron Foundation in July.

She is serving as a board member of the Friends of the Lower Appomattox River.



Summer 2004 Faculty Activities

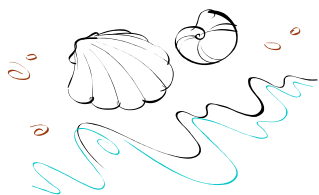
Classified Staff Beverly Morris & Vera Lewis

Beverly and Vera have completed all requirements and are candidates to receive MBA degrees from Averett University.

Vera will graduate in December, 2004 with the Richard Bland College MBA cluster 3-98 at Averett University in Danville.

Beverly has received her degree in August and is graduate of the Richmond Boulders branch MBA cluster 3-100.





Deborah Vroman

Deborah attended:

- 1) SIRSI Webinar took place at Swem Library at W&M in July, 2004. The seminar was sponsored by Sirsi to present information on new products such as iLink, Single Search, Resolver, Rooms, and Director's Station.



- 2) Virginia Users Group Meeting at

Reference & Bibliography Instruction Librarian/Circulation Desk Supervisor

Library of Virginia, Richmond, in August. Topics covered were USA Patriot Act, diversity and recruitment of new librarians, changes to interlibrary loans.

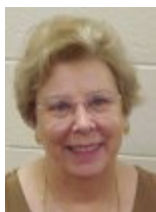
- 3) OPAC Meeting at Swem Library at W&M in August. The seminar was sponsored by Sirsi to present information on new products such as iLink, Single Search, Resolver, Rooms, and

Director's Station.

- 4) Copyright Law in the Digital Age organized by Solinet at State Library of North Carolina, Raleigh, NC, in August. The meeting focused on copyright regulation with regard to print materials, eReserves, audiovisual materials, classroom use, the DMCA, etc.

Virginia Cherry

Virginia is serving as board member of the Richmond Academic Library Consortium. In addition she is a



board member-at-large for Swem Library. In those functions, she attended their

regular meetings.

Virginia attended:

- 1) American Library Association's Annual Conference in June in Orlando, Florida. The topic of the conference was "Marketing Your Aca-

Director of Media Services

demic or Research Library: The Good, the Bad, and the Useful"

- 2) Meeting of Library Advisory Committee of SCHEV (State Council of Higher Education in Virginia) in June, at George Mason Univeristy.

Joy Galloni

Joy attended:

- 1) The Southeastern Library Network workshop on the management of audiovisual collections organized at The library of Virginia, Rich-



mond.

- 2) The Virginia Network/ACE 2004 Annual Conference "Leading and Learning Together" at William and Mary in May.

Joy also gave a presentation to the Petersburg Kiwanis Breakfast Club on RBC li-

Library Media Specialist

brary resources and services in May.

As a member of National Breast Cancer Coalition she lobbied on Capitol Hill for congressional support for substantive breast cancer legislation including guaranteed access to quality health

Pat Harvey



Pat's two oil paintings were accepted into the July art

show at the Petersburg Regional Art League.

She is serving as a Track for

Director of Institutional Research

Chair for the Association of Institutional Research for 2004-2005.

